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INSTRUCTION NO.
LI 22-500-1

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LI 22-500-1
TRAVEL
29 September 1955

SUBJECT: Per Diem Allowances - Travel Expense Allowances

REFERENCE: Agency (Tentative) Regulation [REDACTED] Change 1, same
subject, dated 19 August 1955

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1. GENERAL

The purpose of this Instruction is to implement the above referenced Agency Regulation, and set forth instructions for the submission of travel orders and travel vouchers for Office of Logistics personnel.

2. MAXIMUM PER DIEM AND TRAVEL EXPENSE ALLOWANCES

Public Law 189 (84th Congress), approved by the President on 28 July 1955, authorized the payment of increased maximum per diem allowances and mileage rates beginning with that date. In accordance therewith, the referenced regulation authorizes the following maximum travel allowances for civilian officers and employees of the Agency while on official travel within the continental limits of the United States:

- a. Per Diem - \$12.00
- b. Mileage Rates - 6¢ for motorcycle and 10¢ for automobile
(Mileage Rates shall apply only when the use of a privately owned conveyance is authorized or approved as more advantageous to the Agency than the use of common carrier or Government owned transportation facilities. However, when such advantage has not been administratively determined, reimbursement shall be limited to the cost by common carrier and the amount of per diem allowable for the time which would have been consumed had common carrier facilities been used.)
- c. Continuous duty at any one station outside the metropolitan area of the employee's domicile or permanent duty station but within the continental limits of the United States as follows:

First 60 calendar days --- \$12.00 per day
Next 120 calendar days --- \$ 8.00 per day

Upon approval of the Deputy Director (Support) a per diem allowance in excess of the \$8.00 set forth above may be authorized.

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3. RESPONSIBILITY

- a. The increased per diem allowances and mileage rates represent the maximum which may be authorized. In accordance with referenced regulation it is incumbent upon each Division and Staff Chief to assure that travel orders authorize only such allowances and rates within the maximum that would most nearly compensate a traveler for necessary expenses.
- b. Each Office of Logistics Division and Staff will absorb the increased travel costs within its budget allocation, as no increases can be made to provide for the related increased costs.

4. PREPARATION OF TRAVEL ORDERS

The referenced regulation requires that effective immediately all travel orders authorizing per diem for civilian officers or employees in connection with travel within the continental limits of the United States shall include a specific provision in the "Special Provisions" section as follows:

"A per diem of \$ _____ is authorized in accordance with Agency regulations."

Also, the statement printed on the travel order form "MAXIMUM PER DIEM ALLOWANCE IS AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS" is rescinded and shall be deleted by ruling or x-ing out. Further, when such travel orders authorize mileage allowances for use of privately owned vehicles, the specific amount authorized shall be inserted in the block provided for mileage authorization and the printed word "seven" shall be deleted by ruling or x-ing out. It is understood that provisions will be made for the foregoing changes in the new Travel Order form which will be issued when the present supply of Forms 33-27 is replenished.

5. PREPARATION OF TRAVEL VOUCHERS

Effective immediately, all travel vouchers covering travel performed with confidential funds will be prepared and submitted on the newly revised Form No. 22 available through the building supply offices.

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Form No. 33-12 is now obsolete and will no longer be used. Your attention is directed to the fact that with the adoption of this new Form No. 22, Divisions and Staffs desiring an audited copy of the travel voucher will submit an original and two copies of the voucher as heretofore, but with a self-addressed routing sheet attached to the "come back" copy.

FOR THE DIRECTOR OF LOGISTICS:


Chief, Administrative Staff

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OL/AS/B&FBr: :sjv (29 September 1955)

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